

Transportation Functions

Technical

1. Preparing travelers' itineraries.
2. Briefing travelers in regard to shipment of baggage, household effects and automobiles.
3. Making travel reservations and procuring tickets.
4. Procuring accommodations for the shipment of effects and automobiles.
5. Preparing transportation requests and maintaining petty cash funds for procurement of tickets.
6. Preparing authorizations and bills of lading for shipments of personal property.
7. Preparing ETA cables and dispatches.

Non-Technical

1. Executing and following up on requests for passports, [REDACTED] and other travel documents.
2. Reviewing, filing and distributing copies of travel orders and [REDACTED].
3. Scheduling interviews and arranging for internal clearances.
4. Handling departmental and overseas clearances.

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SECURITY INFORMATION

REASONS FOR RETAINING THE PASSENGER BRANCH
AS A PART OF
THE TRANSPORTATION DIVISION

For efficient and economical operation all transportation functions of the Agency should be under the direction of the Chief of the Transportation Division. Dividing these functions results in duplication of effort and needless expenditure of funds.

The movement of personnel, baggage, household goods and privately owned automobiles is considered a transportation function and requires technical traffic knowledge of trained personnel.

The Passenger Branch as a part of the Transportation Division has ready access to the technical guidance and direction of the Chief of the Transportation Division.

Personnel of the Transportation Division, by the nature of their experience and practical training are qualified to handle the varied problems that arise in connection with the packing, storing and shipping of household goods.

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